

NOTICE TO CONSULTANTS

CORRECTION

Personalized letters were sent to all of MDOT's prequalified consultants on April 23, 2007, documenting annual/renewal dates as well as the process used to determine them. The letter stated:

*"As a result of coordinating the submittal dates, effective **May, 2008** all general/annual information must be received by our office annually by the month/day, of your renewal/anniversary date. For this first year of implementation, if the month/day of your renewal/anniversary date falls within 12 months of your last general information submittal, it must still be received by this date. Subsequent year submittals will be required annually, on your renewal/anniversary month/day. Failure to provide this information will result in prequalification expiration."*

Please be advised that the letter should have read **May, 2007**, not May, 2008. Because the documentation requested in the general/annual information is critical for prequalification, effective May, 2007 we ask that you comply by sending in your information on the month/day of your renewal/anniversary date. Due to our error, those consultants with expiration dates in May or June will be given an extra 30 days to submit their general/annual information.

The prequalification process requires submittal of a vendor's *general prequalification information*, annually on your renewal/anniversary month/day, and a full submittal of *classification specific information*, every six years, on your renewal/anniversary date.

MDOT will not provide any reminder letters to consultants of their prequalification expiration date. If the required information is not received in our office on or before your prequalification expiration date, the consultant will be placed **immediately in expired status**, and will remain in expired status until the information has been received, reviewed, and a prequalification determination made. Consultants in expired status will not be eligible for selection. In addition, if your company has been selected, but no contract or authorization has been executed, no further contractual actions may be taken until your company is in approved or provisional prequalification status.